

## Temporary Changes and Suspensions for the Homeless Student Stability Program Grant

In response to the COVID-19 outbreak, temporary changes and requirement suspensions have been made to guidelines and requirements issued by Commerce. The intention is to give agencies more flexibility to lower barriers to respond to this crisis. The changes and suspensions outlined below are optional. If it makes sense for your program to keep existing requirements in place, please continue to do so. If there are other changes your program needs, particularly to make access to assistance more equitable, please contact Megan Kendig, Homeless Student Stability Program Grant Manager at [megan.kendig@commerce.wa.gov](mailto:megan.kendig@commerce.wa.gov).

### Documentation of Income (HSSP Guidelines Section 4.4)

Collecting income source documentation is not required.

### HSSP Self-Declaration Form

Self-declaration Form to collect a verbal statement is allowable for income documentation, and a client's signature is not required. Make a note on the form of the special circumstance: *self-declaration is utilized due to COVID-19 response*.

### Source Documentation

If your agency has moved to phone or virtual appointments with clients and is continuing to collect source documentation, it is allowable to do so through email or text. Your agency should have a protocol for storing and/or deleting information that may contain personally identifying information. This information should not be uploaded in HMIS or forwarded without client consent or Release of Information from the client.

### Rental Arrears (HSSP Guidelines Section 5.1.1, Rent Payments)

Rental arrears and associated late fees may be paid for up to six months.